



DEPARTMENT OF DEFENSE
DEFENSE FINANCE & ACCOUNTING SERVICE, EUROPE
UNIT 23122
APO AE 09227

April 14, 2003

Standard Operating Procedures
RECEIVING REPORTS
(For Receiving Activities)

Receipt of Supplies or Services:

Receiving/Acceptance Reports:

Within 5 days after the supplies are delivered or the non-personal services are performed IAW the procurement document, the authorized Government representative must prepare a receiving report or a certification of performance and send it to:

Defense Finance & Accounting Service, Europe
DFAS-EU/FVRC/EK (Document Control Branch)
Unit 23122, Bldg. 3208
Mil.Address: APO AE 09227
Civ.Address: 67657 Kaiserslautern/Germany

Discrepancies in the goods received or the services performed must be annotated on receiving reports.

All receiving reports and certificates must have **TWO DATES**:

(1) The date the goods were delivered or the services were completed and, (2) the date the goods or services were accepted as conforming to procurement document specifications. Receipt and acceptance of services are usually evidenced by a signed "received and accepted" statement on an invoice, a receiving report form, a separate sheet of paper, a delivery ticket, or on a payment voucher. A certificate of receipt or acceptance can be used for goods as well as for services. When a memorandum for receipt and acceptance is used either for services or for merchandise, the responsible official certifies to the following statement:

"I certify that the (adequate description and quantity of services or goods) were received and accepted on (day, month, year) as conforming to specifications on (contract/purchase order). Printed name, title, mailing address and telephone number"

(...signature...)
(..date..)

Payment cannot be made until the Government representative has actually certified the acceptance of the goods or services. Supply regulations dictate that receiving reports or certificates of receipt and acceptance must reach the paying office (DFAS-EUROPE) by COB on the 5th day after delivery. If interest occurs because of late documentation submission (receiving reports) to the DFAS-EUROPE, then the interest is charged against the mission funds of the activity at fault.

No matter what format is used as a receiving report, it must contain the following information at a minimum in order for a payment to be processed:

- a. Contract number/purchase order number.
- b. Adequate description of supplies delivered or services performed to include the contract/purchase order CLIN number applicable.
- c. Specify quantities of supplies or services received or performed. When using DD 250 blocks, 15, 16, 17, 18, 19, 20, 21B and 22 must be completed. **If using the 1449 or 1155 for partial receiving, services or supplies received must be identified.**
- d. Date supplies delivered or services performed, (this is not the date the form is being signed, it is the date services or supplies were actually received).
- e. Date supplies or services were accepted by the designated government official, acceptance date. Receipt and acceptance dates are separate events but may be accomplished on the same date; however **both**, need dates.
- f. Signature of government official authorized to accept supplies or services.
- g. Printed name, phone number, title and mailing (or electronic) address.

When using the DD Form 250, DD Form 1155, SF 1449 or similar forms as the receiving report ensure that:

- 1) Form DD1155: Printed name, telephone number, title, and signature in block 26 of authorized government official, check received and acceptance blocks and put the date services or supplies were accepted by the government; block 27 (check partial/final); complete blocks 37, 38 and 39; **identify what items are received for partial receiving shipments.**

- 2) SF1449: Block 32a (check received/accepted blocks); block 32b (printed name, telephone number, title, and signature) of official authorized to accept supplies/services; block 32c date supplies/services were accepted by the government; block 33 (check partial/final); 42a (printed name of person who received the goods or service; 42b (location services/supplies were received); 42c (date supplies/services were received); and identify what items are received for partial receiving shipments.
- 3) Form DD250 (must use AUG 2000 version): Block 1 (complete contract number to include delivery order number as applicable); Block 13 (shipped to address); block 15 (line item taken from contract order/purchase order); block 16 (item description); block 17 (quantity received); block 18 (unit); block 19 (unit price); block 20 (amount); block 21B (printed name, telephone number, title, date services are accepted by the government and signature of authorized government official); block 22 (printed name of government official authorized to receive goods/services and date supplies or services were received).

If the contract/purchase order provides for use of Government Certified Invoices in lieu of a separate receiving report by directing the vendor to send their invoice to a designated billing office other than DFAS Europe the following statement signed by a responsible official may be used as acceptance of goods/services instead of an official form. "I certify that the goods/services have been received and accepted on (day, month, year)." This statement may be on an invoice provided the invoice contains the contract number/purchase order number, adequate description of supplies delivered or services performed to include the contract/purchase order CLIN number applicable and it specifies quantities of supplies or services received or performed. The activity designated by the contract to receive the invoice is also required to date stamp the invoice when received, with a date stamp that identifies the receiving office.

h. When using the DD Form 250, DD Form 1155, SF Form 1449, or similar forms as the receiving report ensure that:

- (1) The both receipt and acceptance blocks are complete. If the receipt block is the only one marked, signed and dated, payment cannot be made. Acceptance must occur prior to the payment being made (other than fast pay).
- (2) The received, inspected and accepted blocks are all checked. If only one date is annotated, you must obtain the missing data (requires two dates) in order for the receiving report to be acceptable for payment.

(3) The receiving reports meet minimum FAR requirements. Those receiving reports, which do not meet minimum FAR requirements, will be returned and payment will not be made.

- i. Documents will be returned due to improper alterations (i.e., white out; taping; cutting and pasting etc.) A proper revision to a hard copy document is made by drawing a line thru the incorrect information. The drawn line should not obliterate the original data. The individual making the change must initial revisions.

Other helpful item:

Email address of receiving activity in case of problems with missing information.

Questions regarding the completion of a receiving report may be directed to the Document Control Branch at DSN 484-4239 or Commercial 0631-413-4239. Receiving reports can be faxed to 0631-413-4290/4293 or DSN 484-4290/4293 or mailed to the letterhead address Attn: Vendor Pay. Scanned or emailed receiving reports are not authorized. When improper receiving reports are received at DFAS Europe, they will be faxed back to the number they were received from with a note identifying corrective action needed.